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ABSTRACT

Designed for students enrolled in Alvin Community College's Cooperative Education Program, this booklet provides information on the cooperative education course. After indicating that the purpose of the cooperative education course is to provide the student with a foundation for maximum functioning in the work world and to underscore the parallels between the workplace and the classroom, the booklet discusses specific learning objectives, as well as grading procedures. The next section presents a course outline, indicating deadlines, assignments and activities. The final section provides guidance on developing and achieving learning objectives on the job, with special emphasis on: (1) the importance of learning objectives; (2) steps for establishing learning objectives; (3) guidelines for preparing objectives; (4) sample categories, i.e., routine, problem solving, personal, creative, and new assignments; and (5) sample objectives for each category. A Training Station Agreement Form, Learning Objectives Worksheet, Learning Objectives Evaluation Form, and time cards are included. (LAL)

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Cooperative Education Student Guide

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Alvin Community College

COOPERATIVE EDUCATION

STUDENT GUIDE

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Time Cards

Alvin Community College

COOPERATIVE EDUCATION PROGRAM

Courses: COOP 111, COOP 112,
COOP 211, COOP 212,
ACCT 211, CJUS 226,
CJUS 227

STUDENT INFORMATION PLAN (SIP)

Instructor/Chairperson: Dale Lynn
Office: Room C117
Phone: (713) 331-6111, ext. 248
(ext. 266 to leave message)
Office Hours: Monday - 4:00-6:00 pm
Tuesday - 1:00-3:00pm
Wednesday - 10:00-12:00 N
Thursday - 3:00-5:00 pm
Friday - 10:00-12:00 N
Class Time: TBA (To Be Arranged with the Instructor)
Credits: Three

Booklet: Cooperative Education Student Guide (available from instructor).

I. Course Purpose: To provide the student with a foundation for maximum functioning in the work world and to underscore the parallels between job/career and the classroom.

II. Course Grading: The final grade will be based on the following items.

1. Accomplishment of three Learning Objectives on the job.
2. Working at least 15 hours a week throughout the semester.
3. Completion of all forms related to the course, with appropriate signatures, and submitted to the instructor by the due dates.

    1. Training Station Agreement Form
    2. Learning Objectives Worksheet
    3. Learning Objective Evaluation, Number 1
    4. Learning Objective Evaluation, Number 2
    5. Learning Objective Evaluation, Number 3
    6. Time cards signed by work supervisor verifying work hours during each month that falls within the semester.

4. Attendance at two group seminars at ACC for Co-op students.

5. Arrangement of visits of instructor, student, and student's supervisor at student's place of employment.
6. Work supervisor's evaluation of Co-op student's work performance.
7. Instructor evaluation of student's accomplishment of the three Learning Objectives.

Each of the above items will be scored by the instructor.

Scoring Scale:

4 = Outstanding	2 = Average	0 = Inadequate
3 = Good	1 = Fair	

The final grade is derived from the total point value earned.

23 to 28 = A	11 to 16 = C	Below 5 = F
17 to 22 = B	5 to 10 = D	

If a student changes jobs during the semester, he/she must contact the instructor immediately and resubmit a Training Station Agreement Form and arrange Learning Objectives for the new job.

If a student is no longer employed, he/she should contact the instructor immediately, and may have to withdraw from the Co-op course if unable to obtain employment.

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III. Course Outline:

ACTIVITY	DUE DATE
1. Initial meeting with instructor. Plan 4 learning objectives. Student will complete 3 learning objectives during the semester	During the 1st three weeks of classes - January 14 to February 1.
2. Sign 12th day class roster. Come to instructor's office.	January 28 to February 1.
3. Submit Training Station Agreement Form signed by work supervisor.	Due by Friday, January 25.
4. Job site visit - meeting of student, instructor, and student's work supervisor at student's place of employment	As soon as can be arranged
5. Learning Objective Evaluation, Number 1 due (completed by student, signed by work supervisor, and submitted to instructor). If not signed by instructor when submitting form, leave all three copies at the instructor's office.	Due week of February 18-22.
6. Learning Objective Evaluation, Number 2.	Due week of March 25-29.
7. Learning Objective Evaluation, Number 3.	Due week of April 29-May 3.
8. Submit five (5) different time cards signed by employer for each month of the semester covering the days of work when enrolled in the Co-op course.	
January - 14th through 31st	Due by Tues., Feb. 5
February - 1st through 28th	Due by Tues., Mar. 5
March - 1st through 31st	Due by Thur., Apr. 4
April - 1st through 30th	Due by Fri., May 3
May - 1st through 3rd	Due by Fri., May 3
9. Attend two of the following group seminars. Meet at instructor's office, Room C117.	
Topics:	
Time Management Career Planning Resume Writing Job Interviewing Self-Awareness Stress Management Leadership Decision-Making Assertiveness	Schedule will be available from instructor during the 1st week of classes. Seminars will be scheduled at various times throughout the semester.

NOTE: Forms that are due to the instructor can be left in the box on the instructor's door (C117).

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LEARNING OBJECTIVES

Description and Samples

The Instructor/Chairperson will discuss and advise you in developing and achieving learning objectives on the job.

A Learning Objective is a **precise statement describing** the tasks necessary to achieve the result, accomplishment, skill, knowledge, or behavior you wish to attain on your job each semester. The objective will also state the conditions for evaluation of achievement.

I. Importance of Learning Objectives:

1. They will enable you to realize the educational opportunities that are available to you on the job.
2. They will provide an open line of communication between you and your supervisor concerning job performance.
3. They will make evaluation at the end of the semester more meaningful to you.
4. You can anticipate a change in feelings, actions, and thinking.
5. You are a predictor of your own success and accomplishments as you seek to experience real on-the-job learning.

II. Steps for Establishing Objectives:

1. You will meet with your Instructor to identify possible learning objectives.
2. You will secure the understanding and approval of your work supervisor.
3. You will write a preliminary draft outlining your objectives in terms of:
    1. what you plan to accomplish
    2. how you are going to accomplish them
    3. how you will measure their achievement
4. An on-site meeting will be scheduled with the Instructor, work supervisor, and you to confirm the job related learning objectives.

III. Guidelines for Preparing Objectives:

1. State objectives in measurable terms. Avoid generalities.
2. Define each objective in terms of a single result.
3. Select language which can communicate to all interested parties--not to just a limited technical group.
4. Strive to identify learning experiences which go beyond those you have had. (What will I be able to do or understand at the end of the work period that I cannot now?)
5. Know what goals your supervisor is seeking to accomplish so that your objectives can coincide.

IV. Sample Categories.

1. Routine -- Is there room for specific improvement?
2. Problem Solving -- Is there a specific problem to be solved with measurable results?
3. Personal -- Can human relations be improved on the job? Problems may arise working with and for other people.
4. Creative -- Can it result in savings in time, cost, etc.?
5. New Assignments -- Can new duties provide experiences which can serve as objectives?

V. Sample Objectives.

A. Routine

1. What will I accomplish?
   I will, by June 1, increase my typing speed to 65 wpm with less than three errors.
   How?
   Through practice and weekly timed tests given by my instructor.
   Measurement?
   Demonstrate my skill to my supervisor by successfully completing a five-minute test.
2. What will I accomplish?
   By the end of the semester, I will learn to service, repair and diagnose an automobile brake system.
   How?
   By observing the brake technicians and assuming new tasks daily.
   Measurement?
   I will satisfactorily overhaul an automobile brake system under observation of my supervisor.

B. Problem-Solving

1. What will I accomplish?
   During this semester, I will analyze the reasons for record errors in the periodic inventory.
   How?
   I will discuss with other company employees the errors that they have found, form opinions, and give recommendations.
   Measurement?
   I will submit to my supervisor for evaluation a written report recommending ways to reduce shrinkage.
2. What will I accomplish?
   By June, I will develop a more adequate routing system for air conditioning technicians to reduce in-shop and first-call time.
   How?
   By structuring a drop-routing system with a detailed work order which will enable anyone to pull parts and place them in a designated area for each technician.
   Measurement?
   A written report including old and new routing sheets will be submitted to my supervisor indicating the reduction of in-shop time.

C. Personal

1. What will I accomplish?
   By January, I will budget my duties and time to successfully meet my copy deadline without worrying and rushing.
   How?
   By developing a time schedule and strongly adhering to it.
   Measurement?
   Submitting copy by deadline and reducing tension headaches.
2. What will I accomplish?
   By the end of the semester, I will investigate the operations of the computer center.
   How?
   I will develop a flow chart tracing the operation of the computer center.
   Measurement?
   My supervisor will validate the accuracy of the flow chart.

D. Creative

1. What will I accomplish?
   By the end of the semester, I will collaborate with fellow employees on possible morale problems and their solutions.
   How?
   By describing methods of controlling organizational conflict.
   Measurement?
   The description will be submitted to and evaluated by my supervisor.
2. What will I accomplish?
   By the end of the semester, I will develop a test fixture to run life tests on a hot-gas valve fixture to verify electro-mechanical reliability.
   How?
   By examining the present techniques and the steps involved.
   Measurement?
   Demonstrate to the supervisor and instructor the effectiveness of the test fixture in comparison with present methods.

E. New Assignments

1. What will I accomplish?
   I will learn, by the end of the semester, how documents from my office are processed and what costs are involved.
   How?
   I will write a report on the operation of the computer center.
   Measurement?
   Supervisor will evaluate my report.

2. What will I accomplish?
I will by September 17, write a proposal to lease or to purchase the Mag Card Selectric Typewriter including a statement of need, definition of terms, justification, procedures with cost, and evaluation strategies.
How?
By comparing a minimum of two Processing Systems.
Measurements?
My supervisor will evaluate the report.

Alvin Community College
COOPERATIVE EDUCATION

TRAINING STATION AGREEMENT FORM

Student Name_____ Major/Degree Plan_____

Student's Home Phone: ( )_____ _____

Employer/Company Name_____

Employer Address_____ City_____ Zip_____

Employer Telephone Number: ( )_____

Supervisor's Name_____

Student's Job Position_____

The three participants in this Cooperative Education venture -- the student, instructor, and work supervisor-- will cooperate to determine the job-related learning objectives toward which the student will work. Each semester a student enrolls in Cooperative Education, it is necessary that new job-related learning objectives be identified and a new Training Station Agreement Form be signed.

Achievement of the learning objectives will be the basis for the credit and grade which will be earned for work experience.

Plan for Learning Objectives: (see booklet for explanation and meet with instructor)

Objective 1: _____

_____

Objective 2: _____

_____

Objective 3: _____

_____

The instructor makes a visit to the job site. The supervisor is asked to assist with the evaluation of the student's performance within the guidelines established by the work supervisor relating to such activities, and the student provides self-evaluation. The instructor determines the student's final grade.

The student agrees to abide by the guidelines of the Cooperative Education Program.

Date_____

_____ _____
Employer or Supervisor Instructor/Chairperson

_____ _____
Student Department Chairperson of Major

LEARNING OBJECTIVE EVALUATION
Number 1

Instructions: The student completes Parts 1, 2, and 3 and then submits the forms to his/her Work Supervisor for comments and signature. Then all three copies are submitted to the Instructor/Chairperson of Co-op for signature. The top copy is for the Instructor/Chairperson. The second copy is for the student and the third copy is for the Work Supervisor. Attach additional sheet(s) if you need more space.

Part 1 - OBJECTIVE 1 _____

_____

_____

_____

_____

Part 2 - How Accomplished: _____

_____

_____

_____

_____

Part 3 - How is the Accomplishment Measured: _____

_____

_____

_____

_____

Supervisor's Comments: _____

_____

_____

_____

Work Supervisor _____ Instructor/Chairperson _____

Student _____ Date _____

LEARNING OBJECTIVE EVALUATION
Number 2

Instructions: The student completes Parts 1, 2, and 3 and then submits the forms to his/her Work Supervisor for comments and signature. Then all three copies are submitted to the Instructor/Chairperson of Co-op for signature. The top copy is for the Instructor/Chairperson. The second copy is for the student and the third copy is for the Work Supervisor. Attach additional sheet(s) if you need more space.

Part 1 - OBJECTIVE 2 _____

_____

_____

_____

_____

Part 2 - How Accomplished: _____

_____

_____

_____

_____

Part 3 - How is the Accomplishment Measured: _____

_____

_____

_____

_____

Supervisor's Comments: _____

_____

_____

_____

_____ _____

Work Supervisor Instructor/Chairperson

_____ _____

Student Date

LEARNING OBJECTIVE EVALUATION
Number 3

Instructions: The student completes Parts 1, 2, and 3 and then submits the forms to his/her Work Supervisor for comments and signature. Then all three copies are submitted to the Instructor/Chairperson of Co-op for signature. The top copy is for the Instructor/Chairperson. The second copy is for the student and the third copy is for the Work Supervisor. Attach additional sheet(s) if you need more space.

Part 1 - **OBJECTIVE 3** _____

_____

_____

_____

_____

Part 2 - **How Accomplished:** _____

_____

_____

_____

_____

Part 3 - **How is the Accomplishment Measured:** _____

_____

_____

_____

_____

Supervisor's Comments: _____

_____

_____

_____

Work Supervisor _____ **Instructor/Chairperson** _____

Student _____ **Date** _____

Alvin Community College
Cooperative Education
TIME CARD

Student:_____ Instructor/Chairperson:_____
Student's job position:_____
Company Name:_____ Soc.Sec.#:_____

Month of:_____ Year:_____

Indicate # of hrs. worked next to each day of the month. Return card within five (5) days after the end of the month, with work supervisor's signature.

1_____	6_____	11_____	16_____	21_____	26_____	31_____
2_____	7_____	12_____	17_____	22_____	27_____	
3_____	8_____	13_____	18_____	23_____	28_____	Total Monthly
4_____	9_____	14_____	19_____	24_____	29_____	Hours_____
5_____	10_____	15_____	20_____	25_____	30_____	

Verified by:_____ _____
Work Supervisor's Signature Date

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